Navigate360: Make a Tutoring Appointment
*(from the Student Home page)*

1. Log into Navigate
- Login to Navigate by going to https://etsu.campus.eab.com/
- Enter your ETSU username (your email address <u>without</u> the @etsu.edu) and the password you use for GoldLink

2. In Navigate, select a service, advisor, day and time for an appointment.
- Click the Home 🏠 icon from the left navigation
- Click *Make an Appointment* on the right
- Select *Tutoring* under the *What can we help you with?* box.
- Click inside the *Service* box. Then click on a service from the pop-up scroll box. You will be able to select from different levels of support, from Writing to *Tutoring for a Course* for specific course help.
- Pick a preferred date from the pop-up calendar in the *Pick a Date* box.
- Click *Find Available Time.*
- Find the appropriate meeting time from the list on the right.
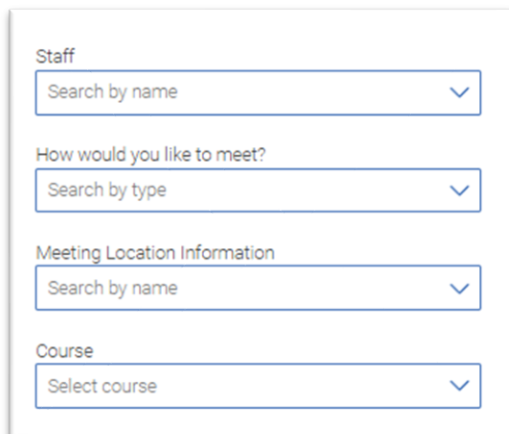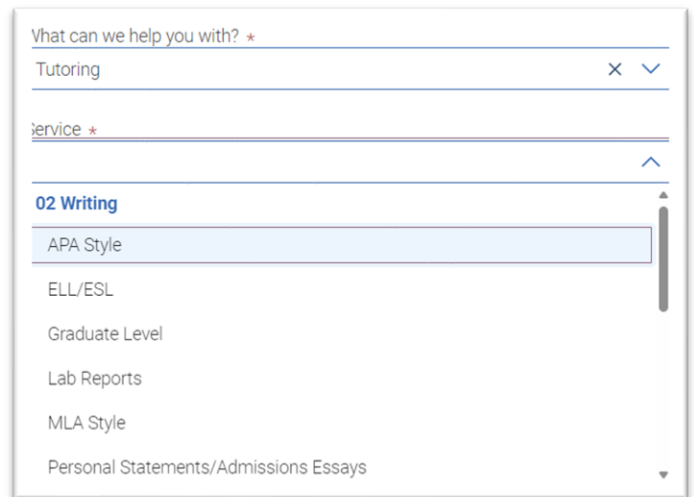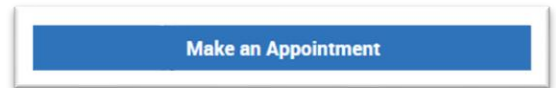
- Search specific tutors under the *Staff* box on the left, as well as select *How You Would Like to Meet*, the *Meeting Location*, and the course you need tutoring for (if applicable).
- If more than one tutor is available click *View Individual Availabilities* to select a specific tutor. Or, click on a day and time to meet with the first available.

3. Review your appointment details and confirm
- A *Review Appointment Details and Confirm* page will appear. Review the details of the appointment.
- In the *How Would You Like to Meet* box, select a meeting type preference (if not already selected on the previous page): In *Person* or *Virtual* may be options depending on the Tutor's schedule.
- In the *Would You Like to Share Anything Else* box, include additional comments for the Tutor, including what you would like to cover during your session. The more information provided, the better prepared the Tutor can be for the appointment.
  - **EX:** If booking an APA Writing Style appointment, and need help with citations specifically, provide this information in the comment box.

- o Check that the correct phone number is listed for a text message reminder in the *Phone Number for Text Reminder Box*.
- o Click *Schedule*.
- o Check ETSU Outlook email for an appointment confirmation.

4. Ensure advising appointments are in your ETSU Outlook calendar by syncing your calendar

- o Click the *Calendar* 🗓 icon from the left navigation bar.
- o Click the *Settings and Sync* button in the top right corner.
- o Click *Setup Sync*.
- o Click *Microsoft Office 365 (Latest Version)*.
- o Enter ETSU username and password.
- o Allow 30 minutes for Syncing to complete.